

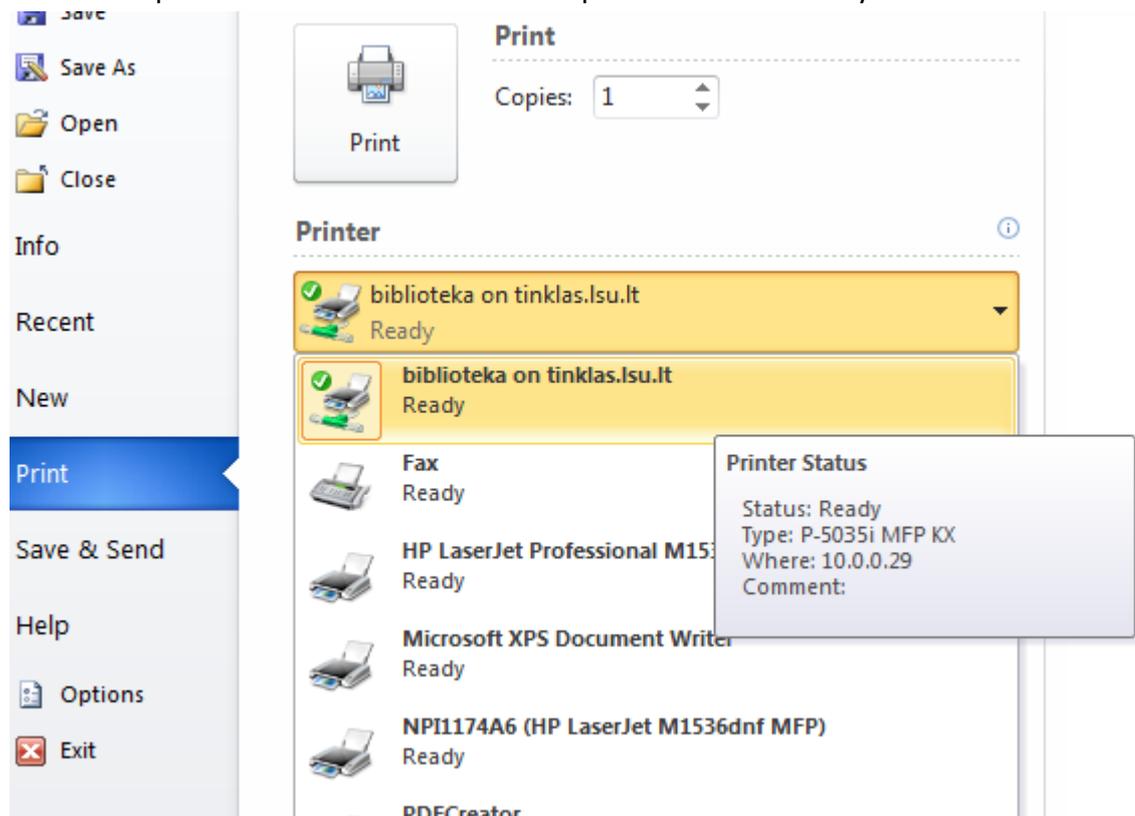
Instructions for library printer users

- The printer is on the 2nd floor
- Login to the printer in the same way as to the computer
- 0,03 € per page for printing and copying
- 0,01 € per page for scanning



1. Printing from the university-managed computers

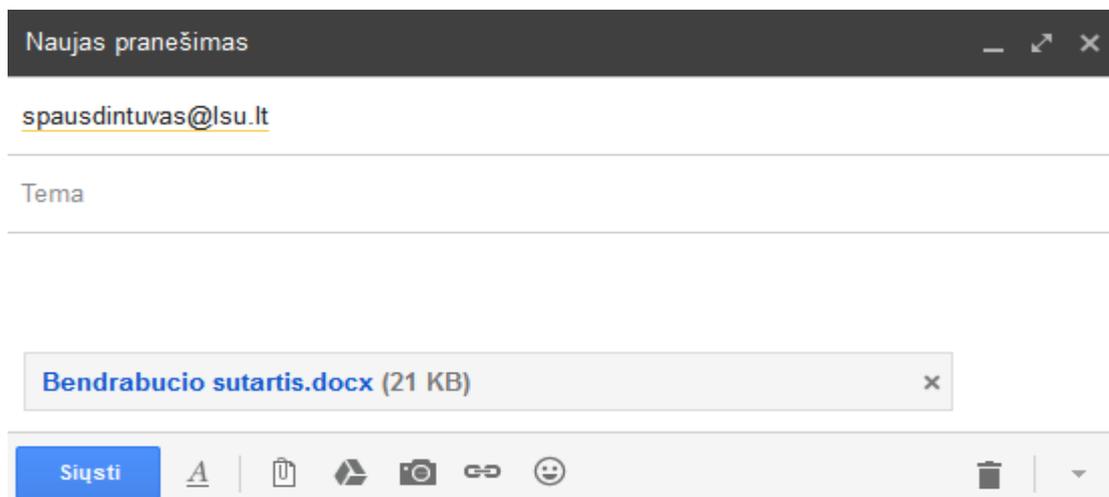
- Switch the printer to “biblioteka on ...” and print the documents you want.



- The documents will be sent to the printer and stored there for a week until you print them.
- Go to the self-service facility located on the 2nd floor of the Library, verify your identity and print the documents.
- Login to the printer in the same way as to the computer.

2. Printing from home

- Log in to your university email account, as this will not work with another email service provider.
- Compose a new message to the addressee spausdintuvas@lsu.lt .
- Attach the document you want to print (available formats: Word, Excel, PowerPoint, PDF).
- Send an email (subject line and content can be left blank).



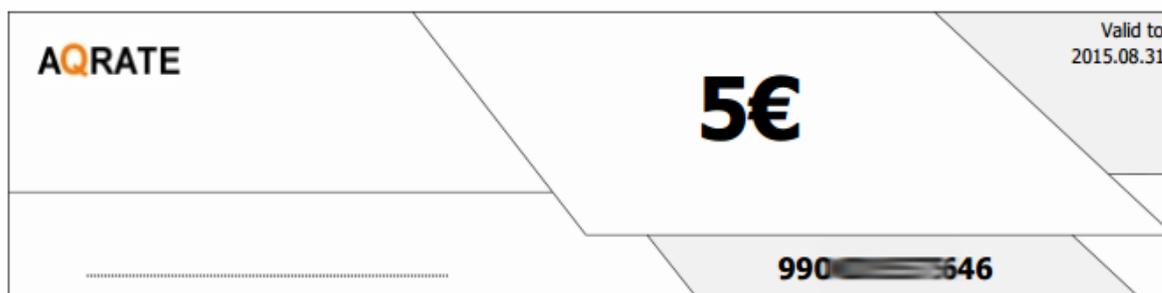
- The documents attached to the letter will join the print queue, but will not be printed.
- Go to the self-service facility located on the 2nd floor of the Library, verify your identity and print the documents.
- Connect to the printer in the same way as to the computer.

3. Printing

- Go to the self-service facility located on the 2nd floor of the Library and verify your identity by entering your password or placing the registered card to the correct area.
- When connected, press the "Print All" to print all jobs in the queue or "My Jobs" to see all jobs in the queue, and optionally print them.

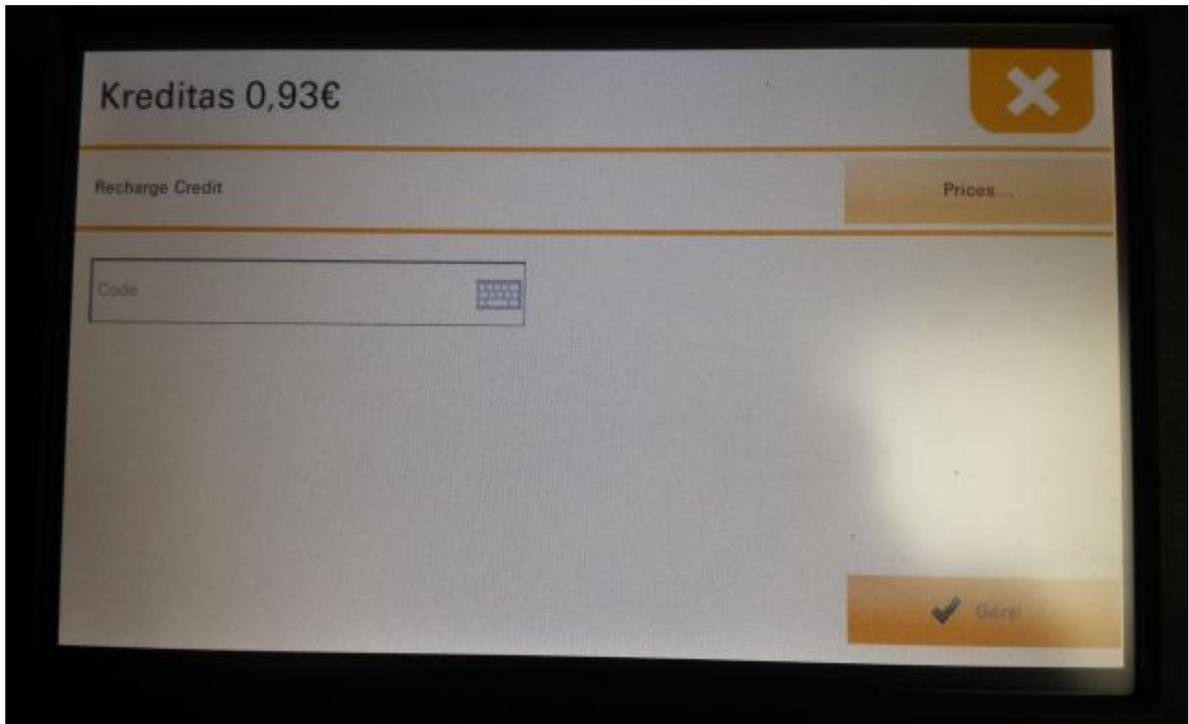
4. Credit recharge

- When the printing credit runs short, the librarian will help to recharge it.
- Having paid, the librarian will issue you a receipt with the recharge code.
- 0,03 € per page for printing and copying.
- 0,01 € per page for scanning.

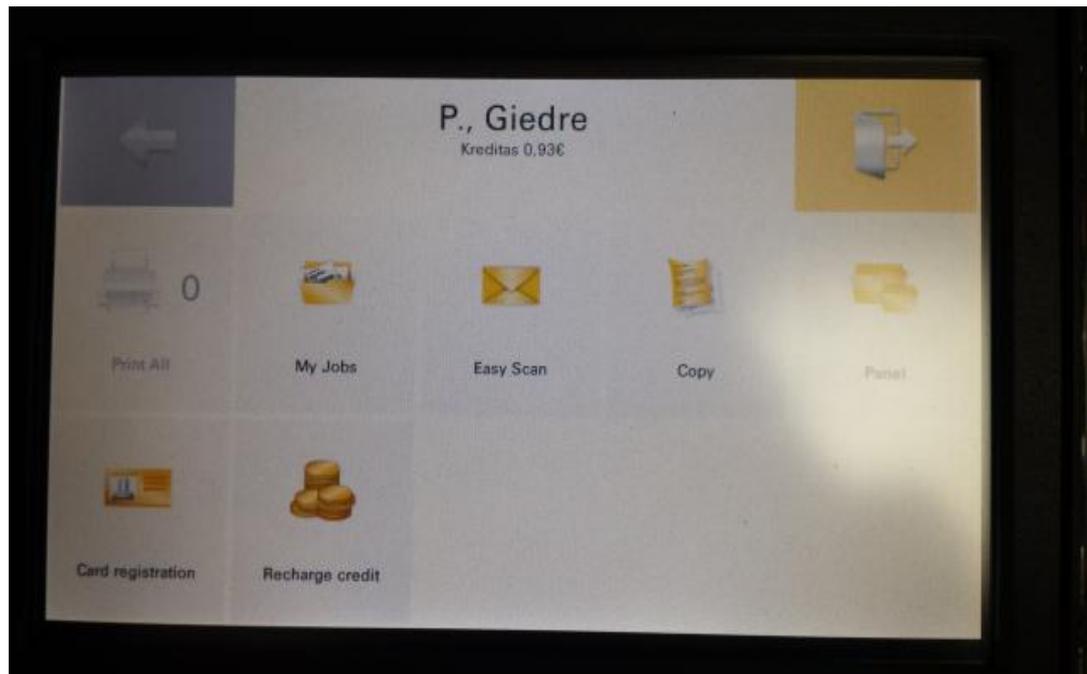


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- Select "Recharge credit" in the printer window.
- Enter the code on the receipt, and the credit will be recharged.



5. Other services



Easy Scan – scanning documents in PDF format directly to your university e-mail.

Copy – copying a page.

Panel – additional options:

- Panel Copy – copying with additional settings (duplex, zoom, etc.).
- Panel Scan – scanning with additional settings (duplex, zoom, etc.).
- Panel USB – printing directly from a USB flash drive.

Card registration – registering a log in card (for cards with NFC chips (Kauniečio card, student identification card, etc.).